



**Rochford District
Council**

Audit Committee

agenda

Date

18 June 2014

Time

7.30 pm

Place

Committee Room 4
Civic Suite
Rayleigh

Contact

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**The public are welcome to
attend this meeting up to item 9**

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Members of the Audit Committee

Chairman: Cllr Mrs J A Mockford

Vice-Chairman: Cllr Mrs L A Butcher

Cllr Mrs A V Hale

Cllr B T Hazlewood

Cllr N J Hookway

Cllr J L Lawmon

Cllr Mrs C M Mason

Cllr D Merrick

Cllr Mrs M H Spencer

Cllr D J Sperring

Cllr Mrs B J Wilkins

Terms of Reference

To exercise the Council's functions in relation to:-

- Matters arising out of internal audit and control reports
- The scope of internal audit activity
- Review of the adequacy of governance and risk management arrangements and internal control
- Consideration of matters arising from external audit as are referred to it by the External Auditor

Including the management of the budget in respect of these functions.

The Council's vision is to make Rochford District a place which provides opportunities for the best possible quality of life for all who live, work and visit here.

The Council's objectives are to make a difference:-

- to our community
- to our environment
- to our local economy.

The Council's values (the way we work to pursue these objectives) are to:-

- Be an open, accountable, listening, responsive Council
- Put the customer and citizen at the heart of everything we do, delivering services in a caring and sensitive manner
- Co-ordinate the management of resources with an emphasis on sustainability
- Value the contribution of partners, employees and citizens, trusting each other and working collaboratively.

A G E N D A

	Page No
Emergency evacuation announcement	
1 Apologies for Absence	
2 Non-Members attending	
3 Minutes of the Meeting held on 25 March 2014	
4 To Receive Declarations of Interest	
5 Questions on Notice	
6 Motions on Notice	
7 External Auditor Report Updates for 2012/13	7.1 – 7.5
<p>To consider the report of the Head of Finance asking Members to agree the monitoring sheets for the BDO recommendations arising from the Annual Governance Report 2012/13 and the Grants Claims and Returns Certification Report 2012/13.</p>	
8 External Auditor's Annual Audit Plan for 2013/14 and Planning Letter for 2014/14	8.1 – 8.16
<p>To consider the report of the Head of Finance which provides details of the Council's external auditor's Annual Audit Plan (AAP) covering the audit of the 2013/14 accounts and certification of claims and returns and the Planning Letter 2014/15, which reports the proposed fees and programme of work for the 2014/15 financial year.</p>	
9 Exclusion of the Press and Public	
<p>To agree that the press and public be excluded from the meeting for the remaining business on the grounds that exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 would be disclosed.</p>	

10 Internal Audit Annual Opinion for 2013/14 and Proposed Annual Audit Plan for 2014/15

To consider the exempt report of the Head of Finance informing Members of the progress of internal audit work during the year, reporting the opinion of the Audit & Performance Manager on the overall adequacy and effectiveness of the system of internal control and providing a proposed 2014/15 annual audit plan for Members' approval.

11 Annual Governance Statement for 2013/14

To consider the exempt report of the Head of Finance presenting the Annual Governance Statement for 2013/14 for Members' consideration.

12 Audit Report

To consider the exempt report of the Head of Finance, which draws Members' attention to completed audit investigations and provides an update of audit recommendations.

A handwritten signature in black ink, appearing to read 'Amar Dave', with a large, sweeping flourish extending from the end of the signature.

Amar Dave
Chief Executive